CHECKLIST: LAW CLERK to Federal Judge

[Please note: ELMO does not apply to law clerk staff.]

REQUIRED FOR EMPLOYMENT:

AO75A Type of Appointment - Law Clerk

AO78 Application

AO78A Oath of Office/Appointment

AO78B Voluntary Race / Ethnicity, Gender, Disability Identification

Background Investigation Background Investigation Required Information

Emergency Contact Form

[internal]

Emergency Contact Form

FMS 2231 Fast Start Direct Deposit Form

I-9 Employment Eligibility Verification

SF 144 Statement of Prior Federal Service

SF 2809 Health Benefits Election Form

SF 2817 Life Insurance Election Form

tax - federal W-4: federal

tax - state W-4: state (you must choose the appropriate state form)

SUGGESTED TRAINING:

Law Clerk Orientation - Phase I http://agendas.fjc.gov/iolc/login.php

[password: federal]

[last updated: 03/30/2015]